Faculty Evaluation Process at Viterbo

### Typical Timeline

<table>
<thead>
<tr>
<th>Year</th>
<th>Reviewed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>Chair/Dean</td>
</tr>
<tr>
<td>2nd Year</td>
<td>Dean</td>
</tr>
<tr>
<td>3rd Year</td>
<td>Chair/Dean, P&amp;T Committee, VPAA</td>
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<tr>
<td>4th Year</td>
<td>Dean</td>
</tr>
<tr>
<td>5th Year</td>
<td>Chair/Dean, P&amp;T Committee, VPAA</td>
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<tr>
<td>6th Year: eligible for tenure application</td>
<td>Chair/Dean, P&amp;T Committee, VPAA, President, Board of Trustees</td>
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<tr>
<td>6th Year: eligible for promotion application</td>
<td>Chair/DeanP&amp;T Committee, VPAA, President</td>
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<tr>
<td>3rd Year, Post-Tenure</td>
<td>Dean, VPAA</td>
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### Type of Review

<table>
<thead>
<tr>
<th>Type of Review</th>
<th>Candidate’s Moodle Portfolio due to Dean; Chair/Director letters and other supporting letters due to Dean</th>
<th>Dean’s forwards Dean’s letter and all supporting letters (.pdf) to VPAA and Candidate</th>
<th>Moodle Portfolio complete – all letters uploaded</th>
<th>VPAA prints for permanent file the NEXT DAY</th>
<th>Response letters sent to candidates</th>
<th>Candidate Closes Moodle Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion Review</td>
<td>Monday of Spring Inservice</td>
<td>January 25th</td>
<td>February 1st</td>
<td>Next Day</td>
<td>VPAA prints for permanent file in the NEXT DAY</td>
<td>Candidate Closes Moodle Site</td>
</tr>
<tr>
<td>Tenure Review (typically sixth year)</td>
<td>August 1st</td>
<td>Monday before Fall Inservice</td>
<td>Monday of Fall Inservice</td>
<td>VPAA prints for permanent file in the NEXT Day</td>
<td>VPAA prints for permanent file in the NEXT Day</td>
<td>Candidate Closes Moodle Site</td>
</tr>
<tr>
<td>Second Pre-Tenure review (typically fifth year)</td>
<td>First Tuesday in September</td>
<td>Third Monday in September</td>
<td>Last Monday in September</td>
<td>VPAA prints for permanent file in the NEXT Day</td>
<td>VPAA prints for permanent file in the NEXT Day</td>
<td>Candidate Closes Moodle Site</td>
</tr>
<tr>
<td>First Pre-Tenure Review (typically third year)</td>
<td>Monday of Spring Inservice</td>
<td>First Monday in February</td>
<td>Second Monday in February</td>
<td>VPAA prints for permanent file in the NEXT Day</td>
<td>VPAA prints for permanent file in the NEXT Day</td>
<td>Candidate Closes Moodle Site</td>
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</table>

Each evaluation prepares the faculty member to succeed in meeting expectations for tenure, with a focus on teaching quality, scholarly habits, and university, disciplinary, and community service.

**Notes:**

- It is the responsibility of the faculty member to save and upload all student course evaluations to the Moodle site.
- If you are applying for promotion the semester after you have undergone tenure (or pre-tenure) review, the only materials you need to add to the materials from your recent review are 1) a cover letter (1-3 pages) summarizing how you meet the criteria for promotion and highlighting any changes since the recent review, and 2) an updated CV. An updated letter of support from your dean is optional.
- All letters of evaluation by chairs/directors should be directed to the dean by the deadline shown above. The dean will forward the letters electronically to the VPAA and the candidate. The candidate should then upload the letters to the Moodle site.
- It is the faculty member’s responsibility to archive Moodle sites.
**The Professional Portfolio**

You are responsible for creating a professional portfolio or dossier of your work for review and evaluation. Begin collecting documentation of your work in the areas of teaching, scholarship/professional growth, community/university service, and collegiality during your first year as a full-time tenure-track faculty member at Viterbo.

For **3rd Year Reviews**, you will need to:

- Complete a *P&T Narrative* addressing all questions included on the form available in Moodle in a clear, logically organized, reflective essay response. The reflection offers the rationale for what was attempted, an appraisal of the success of the effort, and an identification of remaining challenges. A summary of how those experiences will be incorporated into your future goals should be included in your reflection essay.
- An up-to-date complete curriculum vitae (rather than a resume).
- An up-to-date abbreviated curriculum vitae, on the template provided from the VPAA’s office to share with the Board of Trustees.
- Include a cover letter to the P&T Committee providing a frame of reference or context for items submitted for review. The cover letter should provide an organizational framework for the materials you are submitting. Keep in mind that your audience will include colleagues outside of your department and/or school. The letter may provide a description of special circumstances that have affected your work (e.g., early administrative responsibilities not originally part of your job description, circumstances that promoted or inhibited success, etc.).
- Request up to three letters of evaluation/support from VU faculty colleagues, former students who have graduated, or people from the community attesting to your involvement/service. These letters should address the areas under review: teaching, scholarship, service, collegiality.
- Request Letters of Evaluation from your department chair (or program director) and your school dean. These letters should address the areas under review: teaching, scholarship, service, and collegiality.
- Upload all your course evaluations to the Moodle site and provide a qualitative and quantitative analysis of the evaluations.
- Submit course materials to provide context for student evaluations. Include a course syllabus, course grades, reflective comments about student evaluations, and/or background information that puts the course construction or implementation in context (e.g., whether it was a new course, new book, new course structure, etc.). Please limit these materials to two or three representative examples for the courses you are most often assigned to teach. Include artifacts that demonstrate your *growth* as a teacher and provide evidence of how you have changed coursework, pedagogy, etc. (and the rationale behind such changes).
- Submit artifacts as evidence of scholarship relevant to your area of academic expertise.
- Include your 5 year scholarship plan.
- Submit artifacts as evidence of community or university service work to which you have contributed.
For 5th Year Reviews, do all of the above, updating your reflective essay (the P&T Narrative) and your materials to show your progress/growth since the 3rd year review in all major areas: teaching, scholarship, service, and collegiality. It is imperative that you address all issues raised during the 3rd year review thoroughly and that any changes are reflected in your CV if relevant to that document.

For Tenure Reviews, do all of the above, updating your reflective essay and your materials to show your progress/growth since the 5th year review in all major areas: teaching, scholarship, service, and collegiality. It is imperative that you address all issues raised during the 5th year review thoroughly and that any changes are reflected in your CV if relevant to that document.

For Promotion, do all of the above, updating your reflective essay and your materials to provide evidence that you meet the promotion criteria in all major areas: teaching, scholarship, service, and collegiality. If you are applying for promotion the semester after you have undergone tenure (or pre-tenure) review, the only materials you need to add to the materials from your recent review are 1) a cover letter (1-3 pages) summarizing how you meet the criteria for promotion and highlighting any changes since the recent review, and 2) an updated CV. An updated letter of support from your dean is optional.

P&T Moodle Template

You can request (courserequest@viterbo.edu) that your P&T Moodle site be created at any time.

Instructions

For all files: Paper copies of the CV, Narrative and Qualitative/Quantitative Analysis of Student Evaluations must be handed in to the VPAA’s office by the due date listed on the P and T website. In addition, you must make the moodle page available to members of P and T, Barb Gayle, your Dean, and Carolyn Hansen on the same day. (please enroll them as students in the course)

Please HIDE all topics/sections that are not relevant for the current review. If you are applying for promotion the same year you have a pre-tenure review, you need to complete BOTH relevant sections, as they are reviewed at different times.

You can add additional information that is not listed below, however, please be aware that the items listed are minimum requirements.

P and T website
News forum

First Pre-Tenure Review
Typically in the third year unless on the fast track.

Narrative and CV
Teaching Evaluations
Other Evaluations
Year and reports

Artifacts - Please be sure to reference all uploaded artifacts in the narrative

Scholarly Products
Service Artifacts
Teaching Artifacts
Tenure Policy
P and T Narrative Form